

Civil Service Title: Recreation Specialist  
Title Code No: 06070  
Office Title: Recreation Specialist

Level: NA  
New Hire Rate: \$33, 270  
Incumbent Rate: \$38, 257  
Work Location: TBD  
Number of Positions: 25

The New York City Department of Parks & Recreation (NYC Parks) serves as the steward for over 29,000 acres of land, which includes 1,000 playgrounds, 35 recreation centers, 66 pools and 14 miles of beach. Our primary responsibility is to build and maintain clean, safe and accessible parks, and to create cultural and educational programs for New Yorkers of all ages to enjoy. The mission of the Recreation division is to enable all New Yorkers to lead physically active lives through sports, fitness and outdoor adventure. Recreation programs include specialized exercise classes, youth sports, senior activities, summer camps and free after school programs. Recreation programming occurs throughout the City in NYC Parks recreation centers, parks and playgrounds.

**MAJOR RESPONSIBILITIES**

- Under supervision, conduct dynamic and innovative workshops, sports and specialized programs in recreational activities for the Recreation division.
- Develop and facilitate programming to engage New Yorkers in sports, fitness and outdoor adventure.
- Instruct participants in basic fitness skills including proper fitness equipment use, basic safety precautions, and the health benefits of regular exercise.
- Lead fitness classes and facilitate sports programs for New Yorkers of all ages.
- Maintain equipment and fitness areas on a daily basis, including inventory of necessary materials and supplies. Inspect play areas and report evidence of unsafe or hazardous conditions.
- Establish program objectives; evaluate recreational programs; design cutting edge curricula.
- Supervise, develop and implement Afterschool, teen and Summer Camp curricula and meet all Department of Health (DOH) criteria.
- Promote NYC Parks Recreation Center memberships and assist in events and special projects.
- Work includes working on weekends and non-traditional hours.
- Provide excellent customer service.

**QUALIFICATION REQUIREMENTS**

1. Three years of participation in an art, craft or other recreational pursuit as a teacher, performer, coach , official, contestant or demonstrator, including at least one year of experience in that art, craft or recreational pursuit to be performed on the job, as described below; or
2. Major study in that art, craft or recreational pursuit to be performed on the job, as described below, acquired in a high school, college or other appropriate institution over at least a three year period; or
3. A satisfactory equivalent combination of education and experience as described above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Bachelor’s or Masters degree in physiology, recreation or a sports related field.
2. Experience in coaching, teaching fitness classes and sports.
3. Excellent communication and organizational skills.
4. Proficiency in computer software including Microsoft Word, Excel and PowerPoint.
5. Valid New York State driver license.
6. Able to work in any of the five boroughs and work weekends and non-traditional hours.
7. Fluency in Spanish, Korean, Mandarin/Cantonese or Polish.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 123053**

Include your ERN on all correspondence

**For all other applicants:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 123053**

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 07/12/13	POST UNTIL: FILLED	Job ID: 846/14/123053
---------------------	--------------------	-----------------------